

MEMORANDUM

TO: All Job Applicants

FROM: City of Murfreesboro Personnel Department

SUBJECT: Instructions for Completion of
City of Murfreesboro Application for Employment

1. Please review entire job description thoroughly before completing job application to ensure that you meet all qualifications.
2. Fill in **ALL** blanks (front and back) when completing an application. Do not use “see resume” for the answer to any question.
3. If a question does not apply, you should answer NONE, N/A, or NOT APPLICABLE.
4. **No resumes will be accepted.** The City **will not** accept letters of recommendation, certificates, photographs, etc., with applications. Any of these items received by the City will be returned to the applicant; however, you may provide these items to your interviewer should you be called in for an interview.
5. Applications must be received in this office **no later than 4:00 p.m. of the specified deadline date** for that position. **POSTMARKS WILL NOT BE CONSIDERED WHEN RECEIVING APPLICATIONS.** Applications received after the specified deadline will be returned to the applicant.
6. Applications should be returned to the City of Murfreesboro Personnel Department, City Hall, 111 West Vine Street, P.O. Box 1139, Murfreesboro, TN 37133-1139 or sent via facsimile to 615-904-6506.
7. **All questions should be directed to Karlin Brazzell, if unavailable to Brenda Caron at 615-848-2553.**

SLC/bc